



Good Shepherd School

Providing a Classical and Christian Education

2525 Old Jacksonville Highway • Tyler, Texas 75701

Phone (903) 592-4045 • Fax (903) 596-7149

www.gsstyler.org

FINANCIAL AID

Good Shepherd School is happy to offer need-based grants, as funds are available, to make tuition affordable for more families. Our partner, BeneFAQ (formerly known as Confidential Financial Services), has been providing families with access to Christian Education for over 20 years. Their platform helps us assess a family's ability to pay, then review applications and award grants accordingly.

WHAT DO I NEED TO APPLY?

The BeneFAQ application will request financial information from you including income, expenses, assets, and debts. BeneFAQ uses that information to calculate a "Family Anticipated Contribution Total" (FACT Report) and sends us that information. Once received, we will reach out to you to discuss the results.

DEADLINES

The deadline to apply is April 18. Parents will be notified of decisions regarding aid packages mid-May.

HOW TO APPLY

Here are the steps to applying for tuition assistance this upcoming year:

Step 1: Navigate to BeneFAQ to create a new account.

Step 2: Select the "Parent Login" button from the upper right.

Step 3: Create an account, entering all the information requested and click register which will sign you in for the first time (returning users can then sign in using the sign in section on the left).



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Step 4: Click the “Create Application” button.

Step 5: Filling out your application:

- Enter the correct application year.
- Select “Good Shepherd School” from the dropdown.
- Enter your credit card information and click the button “Pay and Create App” to proceed. (Your credit card will be charged \$35. The charge will come through as SchoolRIGHT or BeneFAQ.)
- Once paid, your application will be available for filling out.

Step 6: Fill out application:

- Be sure to read all instructions on each page.
- On the left are listed all the sections of the application that you will be completing.
- When a page is completed, that section of the left-hand menu will be indicated with green. Sections in gray have not been completed.
- If you exit and return later, simply find the next section you need to complete and continue from there. Click “Save and Continue” at the bottom of each page to proceed to the next page.

Step 7: Ensure you have answered all questions in each section.

Step 8: Click “Submit App & Proceed.”

Step 9: At the end of the application, you will be asked to upload information identified in the questionnaire. Follow these steps to upload:

- Click the checkbox to upload that document. You cannot select more than one file at a time to upload. Please use the “Add” button under Pay Stubs to add additional pay stubs and the “Additional Documents” section for other items requested.
- If you are not able to upload your tax returns in one complete document, please use “Additional Documents” to add the pages.



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- If you need to send numerous single pages for some reason, please reach out to BeneFAQ and they will provide instructions to do so.
- BeneFAQ will begin verifying your application once they begin receiving documents from you.
- BeneFAQ will message you through the website's messaging system if they need further clarification on anything. Please use this system to respond to those inquiries.

If you wish to make inquiries regarding your application or supporting documents, please click the Questions/Clarifications link on the upper right-hand side of the page and write your question. This will send a note to BeneFAQ staff and they will respond in as timely a manner as possible. (In some cases it may take up to 24 hours to receive a response. They are closed on weekends and holidays.) When they respond, you will receive an email indicating that a message awaits for you in your account. Click "Messages" to see the message.

If you have any issues with the messaging, you can email help@benefaq.com.